

FACT SHEET - #17d

SUBJECT: Incomplete Reports of Survey

1. **PURPOSE.** To provide information on common errors in Reports of Survey (ROS) that render the ROS incomplete or legally objectionable.

2. **FACTS.**

a. Common errors in reports of survey are administrative defects on the ROS form and the failure of survey officers to establish negligence and causation IAW AR 735-5, the Report of Survey System, Chapter 13.

b. Figures 13-3 to 13-6 of AR 735-5 provide detailed instructions for supply sergeants, survey officers, and commanders to fill out DA Form 4697, Department of the Army Report of Survey.

c. Paragraph 13-30 requires survey officers to determine: 1) whether a responsible person was negligent; and 2) whether this negligence was the proximate cause of the loss, damage, or theft of government property.

d. A responsible person is negligent within the meaning of para 13-30 when he or she violates standards of care for government property as established by regulations, manuals, or unit SOPs.

e. When a financial charge is recommended against an individual (respondent), that respondent must be notified of his/her rights IAW para 13-43 and be given an opportunity to respond. If a response is provided within the time constraints, the survey officer must take action IAW para 13-35. If the survey is mailed, the survey officer must attach a copy of the certified mail receipt.

f. The survey officer must compute the actual loss to the government when property is lost, damaged or destroyed. Appendix B provides information on determining the value of the property and the cost of repairs. Survey officers must depreciate property values if appropriate.

g. The Administrative Law Division at 4-7414/4668 is available to brief survey officers and provide guidance on the report of survey system.

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